



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: May 22, 2023**

**Bulletin #: E-03-23**

---

**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)  
Small Business/DVBE Advocates**

**RE: Webinar on Consolidated Annual Report (CAR) for FI\$Cal Departments**

---

The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) is offering two training webinars on CAR reporting in FI\$Cal. The webinar dates are listed below:

- May 30, 2023, 1 p.m. – 4 p.m. (Microsoft Teams)
- May 31, 2023, 9 a.m. – 12 p.m. (Zoom)

**Who Should Attend:**

- Small Business (SB) and Disabled Veterans Business Enterprises (DVBE) advocates
- Procurement staff including State Contracts and Procurement Registration System (SCPRS) processors, PCard reconcilers and purchase order reporters
- Other staff responsible for creating and/or approving the departmental CAR Reports

**Where it will be held:**

These sessions will be held live via Microsoft Teams and Zoom.

**What will be covered:**

- Background, Statutes and Regulations
- Brief CAR Reporting Requirements
- Improvement Plan Requirements
- Reporting in FI\$Cal
- CAR Functionality in FI\$Cal
- Data Validation Query walk-through
- Questions and Answers

**How to Register:**

To register for your preferred date and time, click on one of the links below. You will receive an automatic confirmation of registration.

- Register for the May 30, 2023, 1 p.m. - 4 p.m. MS Teams webinar [here](#)
- Register for the May 31, 2023, 9 a.m. - 12 p.m. Zoom webinar [here](#).

**How to Join the Live Webinars:**

Upon registration, an email will be sent with a webinar log-in link and code.

**Americans with Disabilities Act (ADA):**

A minimum of five (5) business days are required when requesting a reasonable accommodation. Persons with disabilities requiring reasonable accommodation to participate in this event, please contact:

Mamta Srivastava

[mamta.srivastava@dgs.ca.gov](mailto:mamta.srivastava@dgs.ca.gov)

(279) 946-8202

Additional ADA information regarding reasonable accommodation is available at:

[Access Reasonable Accommodation information here](#)

For additional information and/or questions, please contact:

Mamta Srivastava, OSDS Research Specialist

[mamta.srivastava@dgs.ca.gov](mailto:mamta.srivastava@dgs.ca.gov)

(279) 946-8202